



## **CITY OF OCEAN SHORES VOLUNTEER POLICY**

Welcome and thank you for volunteering your time, energy and enthusiasm to help your City of Ocean Shores.

The City recognizes the tremendous value of utilizing the rich skills and talents of our community and our citizens' desire to enhance their city and their way of life. We hope to utilize individuals to benefit the community as a whole in such a way that projects and services which could not normally be available due to cost can be provided in an appropriate manner. It is also our objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, the City has established the following guidelines for volunteers.

1.0 Scope of Volunteer Service: A scope of volunteer service description will be provided to you identifying the policies and procedures for each project. Each description should include a "Scope of Work" defining:

- A. The duties and expected duration and hours of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Any other relevant information.

2.0 Background Checks: As required in RCW 43.43.830–839 all persons who will have regularly scheduled, unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults will have a Washington State Patrol background check performed for crimes against children or other persons.

3.0 Liability Coverage: The City is self insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

4.0 Personal Injuries: All volunteer workers' hours need to be recorded by the City through your supervisor and recorded as volunteer hours. The City provides coverage for volunteers through the Washington State Department of Labor and Industries coverage for volunteer workers. You must report any injury, incident, accident or unsafe condition to your supervisor immediately. Your supervisor will, in turn, report to the Risk Manager. The Risk Manager will follow-up on any report and determine an appropriate course of action and complete any required forms, if needed.

5.0 Documentation of Training: Some volunteer activities require specific training and instructions; the City will maintain detailed training records identifying the specific training provided to you, your instructor, any testing results, and your attendance. These records will be maintained by the City's \_\_\_\_\_ department.

6.0 Personal Protective Equipment: Your volunteer activity may require personal protective equipment. The City will provide you with that equipment. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the \_\_\_\_\_ Department.

In the past, hypodermic needles and syringes have been found on City property. Though these occurrences have been rare, "sharps" such as these present a real risk of infection from blood-borne pathogens such as HIV and Hepatitis B. Each volunteer should be sure to wear heavy gloves, but please recognize that no gloves are puncture proof. The City will provide tools such as rakes to pull debris from under brush. Each volunteer should exercise caution when using their hands to pick up material. If a sharp is found, volunteers must not touch it. A City employee will pick it up and dispose of it properly.

7.0 Driving as a Volunteer: Volunteers are not allowed to work in dangerous areas or on heavy equipment. Generally, the City does not allow volunteers to operate city vehicles, although exceptions may be made by the department head in consultation with the Risk Manager on a case by case basis.

In those instances when a volunteer uses his or her own automobile, it is the responsibility of the volunteer's supervisor to be sure that:

- (1) The volunteer has a valid Washington State Drivers License.
- (2) The volunteer's automobile is insured for liability.
- (3) The volunteer is informed that the City will not be responsible for collision and/or comprehensive loss.

8.0 Harassment and Discrimination. It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees, volunteers or members of the public. Employees and volunteers are expected to show respect for one another and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees, volunteers or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age or disability. Volunteers who violate this policy, will be subject to corrective action, up to and including termination of volunteer status.

9.0 Drug and Alcohol Policy: It is City policy to maintain a drug and alcohol-free workplace. The possession, use or trafficking of alcohol or drugs in the workplace poses unacceptable risks to the safe, secure and efficient operation of our organization, and are strictly prohibited.

Volunteers who are under the influence of alcohol or drugs while on the City's premises or time, or while representing the City, will be subject to corrective action, up to and including termination of volunteer status. The use, sale or possession of alcohol or illegal drugs' while on the City's time or property will subject the volunteer to corrective action, up to and including termination of volunteer

status. Any volunteer using over the counter or prescription drugs during work time that may impair their ability to perform the job must notify the supervisor prior to beginning work.

10.0 Confidentiality: On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the City's expectation that any volunteer privy to such information, material or event will respect and safeguard the trust and privacy rights of affected individuals.

For example, some volunteer assignments may involve filing information containing persons' arrest or warrant records, or opening mail which may contain overdue account information. In these instances, confidentiality is imperative and these private matters, that have been entrusted to a volunteer, should be kept entirely to his or herself. Information of a confidential nature is not to be shared with anyone. Questions about what is confidential should be directed to the volunteers.

Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

11.0 Request for volunteer feedback. The City may seek feedback from its volunteers in an effort to improve its volunteer programs.

12.0 Termination of Volunteer Service: The City and/or the volunteer may terminate this volunteer service at any time without cause, which will be effective immediately upon provision of written notice.

13.0 Volunteer Agreement: The City requires all volunteers to sign an "Individual Volunteer Service Agreement" so that you have an understanding of the expectations of the City with regard to your volunteer service.

If you have questions about these materials, please ask.

Thank you,

The City of Ocean Shores

THE STATEMENTS CONTAINED IN THIS POLICY ARE GUIDELINES AND SUMMARIES OF THE VOLUNTEER PROGRAM. THEY DO NOT BIND THE CITY OF OCEAN SHORES. THE CITY RESERVES THE RIGHT TO CHANGE, REVOKE OR MAKE EXCEPTIONS TO CITY POLICIES AT ANY TIME AND AT ITS SOLE DISCRETION.